

# **Superior Court of California County of Sacramento**

**An Equal Opportunity Employer**

## **ANNOUNCES AN EMPLOYMENT OPPORTUNITY**

*for*

## **COURT REPORTER**

### **THE POSITION:**

The Superior Court of California, County of Sacramento, is now accepting applications for Court Reporter. Court Reporters provide the verbatim official record of proceedings as provided by law before the Superior Court. The current vacancy is located at the William R. Ridgeway Family Relations Courthouse, 3341 Power Inn Road.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.). For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

**SALARY:** **\$2,273.60 - \$2,764.00 bi-weekly**  
**\$4,945.00 - \$6,012.00 monthly**

**LAST DAY TO APPLY:** **Wednesday, October 27, 2004 at 5:00 p.m.**

### **ESSENTIAL DUTIES:**

Examples of duties performed by a Court Reporter include, but are not limited to:

- Attends court sessions as assigned and makes verbatim official records of the proceedings, often of a technical nature and at a high rate of speed.
- Provides immediate readback of all or portions of the record, upon request.
- Prepares transcripts of proceedings upon request; certifies the accuracy of court transcripts; files official transcripts.
- Researches as necessary to verify case citations, spellings of legal, medical, and other specialized terms used in the case.

## **MINIMUM QUALIFICATIONS:**

Certification by the State of California as a Certified Shorthand Reporter.

### **Knowledge of:**

Principles and practices of court reporting; clerical and legal record keeping practices and procedures; legal terminology of court work and legal process forms; California statutes relating to court procedures such as, Code of Civil Procedure, Probate Code, Welfare and Institutions Code, California Rules of Court; statutes relating to court reporting services; basic legal, medical, and other technical terminology required in court proceedings; proper English usage, spelling, grammar, vocabulary and punctuation.

### **Ability To:**

Operate stenotype machine to record all court proceedings and prepare an accurate and complete official written record; understand, explain, and apply legal terminology, codes and procedures; exercise judgment in applying policies and procedures; establish and maintain effective working relations with judges, attorneys, and court staff; respond professionally and courteously to the bar and the public; effectively communicate orally and in writing; organize and set priorities; work under pressure to produce accurate work under deadlines; work independently in a courtroom environment.

### **Physical Ability To:**

Hear and distinguish words of various tones and volumes; manual dexterity to operate and maintain court reporting equipment; sit and maintain sustained high-speed reporting for long periods of time; lift and move court reporting equipment of approximately 20-25 lbs. from place to place.

## **DESIRABLE QUALIFICATIONS:**

- One (1) year of experience as a Court Reporter.
- Ability to use computer assisted transcription.
- “Real-time” reporting experience.

## SELECTION PROCEDURES:

The selection procedure is subject to change.

1. Applicants must submit a completed **court application form**, **resume**, and answers to the **supplemental questionnaire** by **5:00 p.m. on Wednesday, October 27, 2004**. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com) or in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814. **Postmarks will not be accepted.**
2. Application materials will be screened to determine the best-qualified candidates.
3. The best-qualified candidates may be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

## SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet the following requirements:

- Be a regular Court employee.
- Meet the minimum qualifications for the classification as referenced in this job announcement.
- Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.
- Have been working in your current classification and unit for at least six (6) months.

If you are interested and qualify to transfer into this Court Reporter position, you must submit a completed **Court application form**, **resume** and answers to the **supplemental questionnaire** to the Human Resources Office by **5:00 p.m. on Wednesday, October 27, 2004**.

**Eligible transfer applicants will be considered by the hiring Manager/Supervisor. Submission of an application does not guarantee an interview.**

**TO APPLY FOR TRANSFER:** Employees who are eligible must submit a completed **Court application form**, **resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Wednesday, October 27, 2004**. Applications can be submitted in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814. **Postmarks and late applications sent via inter-office mail or fax will not be accepted.**

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager/Supervisor.

The hiring Manager/Supervisor will contact applicants regarding the status of their applications.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

## **COURT REPORTER SUPPLEMENTAL QUESTIONNAIRE**

Completion of this form is a necessary part of the examination process and **must be submitted** with your court application by the final filing date of **Wednesday, October 27, 2004 at 5:00 p.m.** Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your response will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates to interview.

Please include your name on each page of your response and limit your response to no more than one (1) page per question.

1. What training or experience have you had in addition to your Certified Shorthand Reporter (CSR) license? Summarize various areas of the court in which you have worked, i.e. criminal, civil, depositions.
  
2. Discuss your experience/skill with computer assisted reporting, including the system(s) you are familiar with?
  
3. What is your experience/skill with “real time” reporting? What steps would be necessary for you to provide “real time” reporting service in a courtroom?

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO  
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

**BENEFIT INFORMATION**

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the County of Sacramento, Department of Personnel Management, Employee Relations Section or from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

- Vacation:** Vacation with pay varies depending upon the employee representation unit. New employees typically earn 10 days per year and accrual rates normally increase according to years of service.
- Holidays:** The Superior Court of California, County of Sacramento, recognizes thirteen and a half (13 ½) holidays per year.
- Sick Leave:** Employees accrue 4.6 hours per bi-weekly pay period, equivalent to 15 days per year.
- Parental Leave:** Employees with at least one year of service are eligible for paid parental leave upon the birth or adoption of a child.
- Retirement:** Employees are covered by the Sacramento County Employee's Retirement System and Social Security.
- Group Health, Dental and Life Insurance:** The County either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the County.
- Deferred Compensation:** The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the County. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.
- Credit Union:** The credit union offers loan facilities and systematic savings plans through payroll deduction.